

A 006139

Issued to	[REDACTED]	
Rank & No.	[REDACTED]	Date <u>21 / 11 / 04</u>
Completed and returned to:- _____		
Date ____ / ____ / ____		

NOTE: For notifying movements and transfers refer to form at the rear of diary.

### INSTRUCTIONS FOR USE AND INSPECTION

#### Purpose of an Official Diary

1. An Official Diary [PB13] is kept as a record of daily duties performed, including rest days, leave, etc. Its object is to:

- Afford accurate information to supervisors as to the manner in which duties are carried out; and
- Protect and assist members on all occasions of future reference to their conduct.

#### Use of a "Day Book"

2. Where appropriate and practical, members who use a "day book" of duties performed may use the Official Diary for this purpose. Any entries must still comply with the content and layout requirements as stated below.

3. Where it is impractical for a member to complete Official Diary entries in the field, any notes taken must be transcribed into the Official Diary as soon as possible.

4. Members who do not wish to use their Official Diary in the "day book" concept (paragraph 2) must transcribe appropriate summary details of their duties into the Official Diary as required. Entries such as "see day book" are not appropriate.

#### Security

5. It is imperative that Official Diaries are kept secure. The member to whom an Official Diary is issued is responsible for its security.

6. Only in justifiable circumstances should an Official Diary be taken away from the member's work location. When a member is going to be away off duty from their work location for extended periods of time, the Official Diary is to be handed to the Station Commander for security and reference if required.

#### Supervisors' Responsibilities

7. To ensure the proper completion of entries by members under their command. Ensure the purpose of the Official Diary and "day book" concept are followed, and instruct members accordingly.

8. Supervisors must inspect Official Diaries on a regular basis. Where the Official Diary is being used or is otherwise needed, inspecting supervisors should make arrangements for the Official Diary to be inspected when the member is on rest days, leave or absent for other reasons.

The following also apply:

- **Station Commanders** - where possible, should inspect Official Diaries at least fortnightly.
- **Inspecting Officers** - should conduct random checks of Official Diaries during inspections.

NOV  
2005  
Date / Time

Particulars of Duties

Claims

[Redacted]

SAT  
SUN

NOV 21

[Redacted]

TUE 22

[Redacted]

[Redacted]

NOV 23 On Duty 0700 to office to

to VPC collect despatch at  
Financial Services Div to  
Stulder Rd

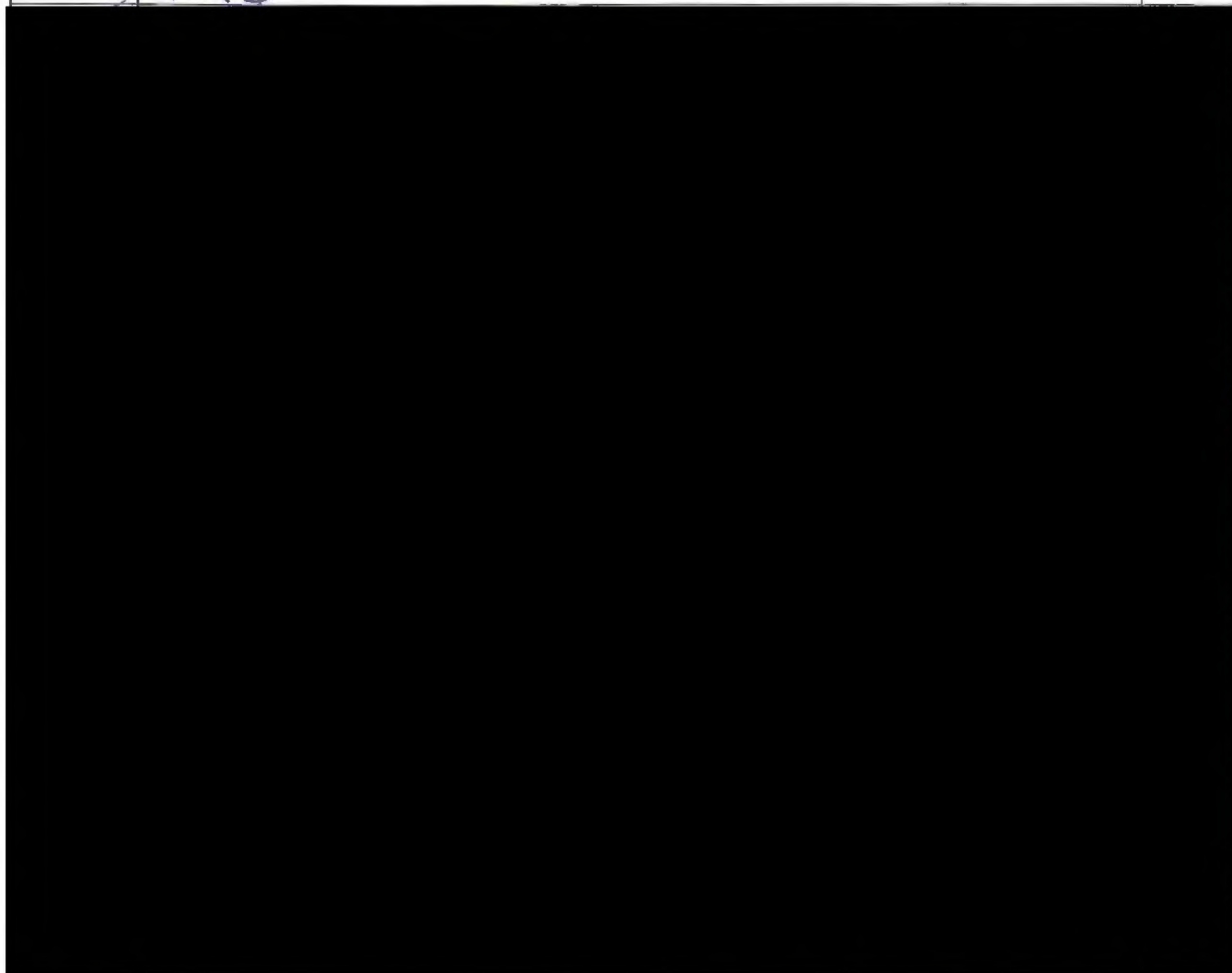
handled ASST COMMISSIONER - CORR SCDC  
0512454.

file to collect stores +  
check emails.

S/T [Redacted] - re Controller forms  
not needed.

240

NOV 2005 Date / Time	Particulars of Duties	Claims
	to clear above to P40	



1730	OFF Duty [REDACTED] ATV DSU #1/SUPV (COWHESHAW)	
THUR 21	[REDACTED]	

